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*Reports
Paperwork Survey*

2 DEC 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Improving Federal Reporting and Reducing
Related Paperwork: Reports Inventory
Status Summary

REFERENCE : Memorandum from DD/S to Directors of DD/S
Components dated 28 August 1970,
Subject: Improving Federal Reporting
and Reducing Related Paperwork (DD/S
70-3600)

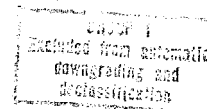
1. This memorandum is for information only. It summarizes action to date on the DD/S contribution to the study on improving federal reporting and reducing related paperwork required by OMB Circular A-44, Transmittal Memorandum Number 1.

2. A Support Directorate task force was established as directed by the referent memorandum with members representing each Support Office. The results of the DD/S reports inventory reported to OPPB were as follows:

	<u>Number</u>	<u>Cost</u>
Manual Reports :	785	\$ 991,748.85
Computer Reports:	<u>899</u>	<u>801,850.51</u>
TOTAL	1,684	\$1,793,599.36

Attachment "A" contains a statistical summary by DDS functional offices. No estimated savings goals for 1971 were submitted to OPPB because OPPB agreed to establish an overall Agency goal. The Agency

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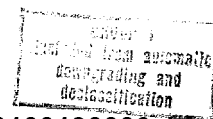
cost saving factor established by OPPB is 7.5%. The DD/S cost saving goal for 1971 as established by the OPPB formula has been set at \$125,000.

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3. If the Agency is to comply fully with the OMB Directive we should have a formal Agency-wide reports management program. I have sent a separate memorandum (copy attached) to the Agency Project Director, [] requesting further guidance. Without such guidance, and without a centralized Agency reports management program the effort to reduce and control administrative reporting systems will be extremely difficult if it can be accomplished at all. [] memorandum of 12 November asked that the Support Directorate assume the responsibility for assessing the value and need for regulatory and other centrally prepared management information reports produced or required by offices of the Support Directorate. A sizeable portion of these reports is produced in response to requirements levied by components throughout the Agency. The other Directorates have been asked to cooperate with us in our efforts to evaluate the importance of these reports.

4. Members of the Support Services Staff are now in the process of analyzing the data contained in the reports inventories submitted by the DD/S functional offices in order to:

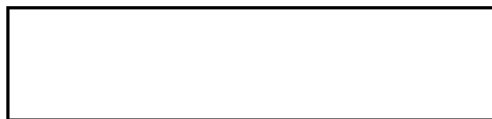
- a. Identify gaps and inconsistencies in what was included or excluded from the office reports inventories.
- b. Assess the accuracy and completeness of the inventories.
- c. Establish categories of reporting requirements in order that we may issue instructions on who is to justify, validate, and certify continuing need for reports identified in the inventories.
- d. Develop plans and procedures for administering a unilateral DD/S reports management program wherein SSS would supply staff guidance and assistance to the DD/S functional offices in developing their own reports control procedures.

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- e. Prepare a coordinated DD/S position for dealing with other Agency components in reviewing and validating Agency-wide administrative/management reports prepared by the DD/S functional offices.

5. We will continue to meet with the Support Directorate Reports Task Force and provide them guidance to meet the suspense date established by OPFB which calls for an interim report of progress by 1 April 1971. We also intend to use the Support Directorate Reports Task Force as a mechanism to mount the DD/S reports management program.



Chief, Support Services Staff

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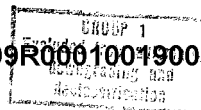
Attachment

DDS/SSS/HEP:rf (1 December 1970)

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment